

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3122 **TITLE:** ASSISTANT DIRECTOR OF PATIENT CARE SERVICES
GRADE: S-30

DEFINITION:

Under general direction, assists the Director of Patient Care Services with the administration, planning, development, and implementation of public health nursing services and programs; plans, implements and manages the provision of health services within assigned programmatic areas; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Public Health Nurse IV by the change in focus from supervision of professional nursing staff to administration of public health nursing services and programs. Positions in this class exercise considerable latitude for independent judgment and action.

ILLUSTRATIVE DUTIES:

Plans, develops, coordinates and directs public health nursing and education services provided by the Department of Health;
Develops goals and objectives for delivery of service;
Recommends selection, promotion, awards, transfers and appropriate disciplinary actions for subordinate staff;
Monitors and evaluates effectiveness of public health nursing services and recommends and implements improvements as needed;
Develops and monitors operating budgets;
Analyzes staffing needs and assigns staff to meet program needs;
Researches background and evaluates impact of pending changes in federal, state and/or County policies or procedures;
Serves as member of Health Management Information System (HMIS) team, and coordinates HMIS training;
Evaluates performance of subordinates and reviews the performance evaluations prepared by lower level supervisor for consistent application of performance standards;
Provides guidance to supervisory and medical staff on policies, activities and services and informs them of new and/or revised policies;
Interprets agency goals and objectives for other agencies, the community and state personnel;
Represents Director of Patient Care Services in director's absence;
Represents agency at local, regional, or State meetings or conferences;
Assesses community input on community health needs;
Assists in overall program planning and evaluation of nursing services;
Gives assistance and guidance to staff nurses on most difficult cases by suggesting possible new approaches or other resources;
Studies and analyzes nursing records and reports to identify trends or problems and to evaluate effectiveness.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of nursing and public health theories, practices and techniques required to provide community health nursing care to individuals, families and the community;

Considerable knowledge of applicable federal, state and County laws and regulations;

Knowledge of current literature and new developments in public health, nursing practice and administration;

Knowledge of available community resources for referral;

Knowledge of selected pharmaceuticals, their desired effects, side effects and complications which may arise from their use;

Knowledge of Health Management Information Systems;

Skill in applying technical nursing procedures;

Ability to plan, coordinate, manage and evaluate a major community health nursing program or unit;

Ability to supervise professional nursing staff and other personnel;

Ability to make decisions and solve administrative and professional problems arising in unit's operation;

Ability to function effectively as a member of an interdisciplinary administrative team;

Ability to analyze and interpret data and write comprehensive reports;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with associates, representatives from other agencies and the community.

EMPLOYMENT STANDARDS:

Graduation from a college or university accredited by the National League for Nursing with a master's degree in a nursing specialty or a health management discipline; PLUS

Six years of full-time equivalent post-licensure experience four of which were in a public health setting and include two years in a supervisory capacity.

CERTIFICATES AND LICENSES REQUIRED:

Possession of current license to practice as registered nurse in the Commonwealth of Virginia.

REVISED: November 27, 2002

REVISED: April 12, 1996

REVISED: July 26, 1993